

ADMINISTRATIVE ASSISTANT REPORT

August 2011

08/19/2011

1. TAXES:

- a. The August tax collection settlement has been received from Ashland County and has been deposited.
- b. Everyone has received the 2011 Equalization Report from the Department of Revenue.

2. FINANCIALS:

- a. Ted & I will begin working on the 2011 Responsible Unit Grant (RUG) Application (recycling) shortly. This grant application is due to the Dept of Natural Resources (WI DNR) by October 1st.
- b. I need to schedule at least a couple days next week to catch up on billings. Final reimbursement request will have been sent to the WI Dept of Transportation (WI DOT) for the Hagen Road Bike Lane.
- c. The audit for the year ending 12/31/2010 is pretty much completed as far as the outside audit firm's work. The auditors have prepared the DRAFT audit report. The Town (*Barb*) must draft a Discussion & Analysis letter/report. The Discussion & Analysis is to provide an overview and a comparison, by the Town of the Town's financial activities for the previous year. It will be presented it to the Town Board for approval. Once this is approved, it will be incorporated into the final audit report.
- d. The 2011 Budget Transfers from General Funds into the various Designated Funds can be completed if you so choose. In the past, the budget transfers were done in August, so that when the budget worksheets were prepared, the transfers were reflected in the figures. Unless I hear otherwise, I will have the treasurer make those transfers at the end of August. Please see the attached spreadsheet reflecting the accounts and request amounts.
- e. 2011/2012-budget information and worksheets will be set up. A tentative 2012 budget timeline will be drafted and given to the department heads and to the Town Board. I'll start working on setting up the 2012 budget worksheets for each department shortly. Please let me know of dates that do NOT work for the Town Board.
- f. As soon as the audit is completed, I'll be able to close out 2010. The accounting software program general ledger isn't working properly to carrying over balances from the end of 2010 but is functioning enough to get the monthly reports compiled.
- g. I have not spent any time looking further into a new accounting software program, other than what the software firm Banyon sent at budget time. Glenn took a quick look at it and thought it appeared to be a program that would provide everything that the Town may need, including a module for cemeteries. The City of Bayfield uses it and they welcomed me to come over and see it in action, which I hope to do perhaps next month.

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3. MISCELLANEOUS:

- a. There is a WTA/UW-Ex workshop to be held in Cable in September. The notice was in everyone's WTA magazine and the enrollment is attached. Is anyone interested in attending? If so, please let me know. I am thinking about attending as some it deals with budgeting, payroll & finance, and WI Act 10 & 32 changes.
- b. As the laws change pertaining to employee benefits, tax exempt wages (federal exempt but not state), some benefits taxable and some not, state level not as high as federal levels, etc. payroll & benefit administration is becoming a large undertaking. WI Acts 10 & 32 are in place, which changed the contribution rates and also required the Employee to pay the employee's required contribution (instead of the Town paying 100% for full-time employees). It also required the WRS contributions to be done on a pre-tax basis, but only for Federal & State, not Social Security & Medicare.
- c. Glenn organized, and the Town Board approved, the Town's Personnel Policy so it is easier to make changes and reference sections (a codification of the policy, so to speak). So many sections of the Personnel Policy need to be updated and clarified. We have a running file of all the questions, gray areas, contradictions, vagueness as well as changes that must be made to match state and federal laws that should be addressed. Glenn and I are hoping to get back to it later this fall. I spoke to the employment attorney the town used recently, and he felt updating the Town's Personnel Policy shouldn't be too difficult or expensive; his firm has quite a few policies they have used or incorporated, so we don't have to "re-invent the wheel" when we start working on the Personnel Policy once again.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk